



BISHOP PERRIN

Church of England Primary School

Meeting of the Board of Governors 23rd March 2022 held in School and via Google Meet 6.00pm MINUTES

Governor Attendees:

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| Father David Cloake (FrDC) | Chair <i>Joined at 6.30pm</i> |
| Aid Corke (AC) | Head Teacher |
| Wahida Alladin (WA) | |
| Kerry Doggett (KD) | |
| Lucy James (LJ) | |
| Father John Kafwanka (FrJK) | (Online) |
| Rachael Macklearn (RM) | Deputy Head, Associate Member |
| Harsha McArdle (HM) | |
| Satty Panesar (SP) | Associate Member <i>Joined at 6.08pm</i> |
| Ankur Pruthi (AP) | |
| Russell Nimmo (RN) | Co -Vice Chair |
| Alwyn Williams (AW) | Co -Vice Chair |

Non-governor attendees

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| Helen Bott (HB) | Clerk |
| Graham Marriner (GM) | LDBS Senior Adviser and Primary Adviser |

Apologies

None

| | ITEM | ACTION |
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| 1. | <p>OPENING PRAYER The meeting opened at 6.03pm with a prayer led by AW</p> <p>WELCOME TO GOVERNORS AW welcomed everyone to the meeting. She explained that she would chair the first part of the meeting until FrDC arrived as he was running late.</p> <p>APOLOGIES AND DECLARATIONS OF INTEREST There were no apologies.</p> <p>There were no declarations of interest.</p> | |
| 2. | <p>WHAT GOVERNORS SHOULD EXPECT AT AN OFSTED. AW welcomed Graham Marriner from the LDBS to the meeting. GM gave a presentation on the Educational Inspection Framework (EIF) - An overview for Governors, September 2021. Here is the link to the presentation: https://app.governorhub.com/document/62400ceaa3f29584d728b15e/view</p> <p><i>Fr DC joined the meeting at this point</i></p> <p>GM suggested an area for The Head to go over and review with the Governors is: <i>Quality of Education – Descriptors for Good</i> and then to look at <i>Outstanding</i>. Slides 35 & 36</p> | All |

| | <p>GM asked The Head how attendance numbers at present were? Explaining that Ofsted will want to see attendance figure at 96% or higher. The Head replied they are currently 93% but are normally higher.</p> <p>Governors asked GM of any quick and easy suggestions of ways that the Governors can get a good understanding of individual subjects?</p> <p>GM suggested a combination of learning walks, sort subject presentations at FGB's, Governors to go into school one afternoon for a couple of hours and ask both the teacher and child about a subject area.</p> <p>Governors asked is talking to children directly okay to do?</p> <p>GM replied yes talking to children directly is important as you can then you can ask directly what children have learnt and are covering in those subject areas.</p> <p>The Head is to speak with RN & WA who are the curriculum leads and work out a plan of action.</p> <p><i>Governors asked is there a checklist to make sure the Website is up to date?</i></p> <p>GM said yes there is a checklist on the LDBS website, here is the link to the document on in Governor Hub: https://app.governorhub.com/document/62401234ce69162b39fc72d3/view There is also a list from the LGfL: https://app.governorhub.com/document/62401682ce69162b39fd031f/view GM also suggested also looking other local schools websites and at the website for the Fryent School in Brent.</p> <p>HM offered to review the website.</p> <p>Fr DC thanked GM for his presentation. <i>GM left the meeting at 7.05pm</i></p> <p>FrDC Chaired the meeting from this point forward.</p> | <p>AC/RN/WA</p> <p>HM</p> | | | | | | | | | | | | | | | | | | | | |
|---------------|--|---|---|----------|--------|---------------|--|----------|---|---------------|--|----|--|---------------|--|----------|--|---------------|--|----|------|--|
| <p>3.</p> | <p>GOVERNING BODY ITEMS</p> <ul style="list-style-type: none"> Minutes & Matters Arising from Feb 2022 meeting <p>Action updated from the last meeting held 9th February 2022.</p> <table border="1" data-bbox="309 1559 1289 2132"> <thead> <tr> <th>Minute</th> <th>Action</th> <th>Assigned</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>09.02.22 3</td> <td>After much discussion it was agreed that Strategic Group would look at this and put together a FAQ's sheet, using The Key crib sheet as a guide.</td> <td>Stra Grp</td> <td>RN has passed a useful FAQ's from training attended. Link to file</td> </tr> <tr> <td>09.02.22 3</td> <td>HB to send The Key sheet to The Chair.</td> <td>HB</td> <td>To be sent to FrDC Link to doc</td> </tr> <tr> <td>09.02.22 3</td> <td>Action: The Strategic group to look at a small curriculum focus group.</td> <td>Stra Grp</td> <td>To be followed up at next Stra Grp meeting</td> </tr> <tr> <td>09.02.22 3</td> <td>The Clerk reported AP is still to complete the Safeguarding Level 1 eLearning.</td> <td>AP</td> <td>Done</td> </tr> </tbody> </table> | Minute | Action | Assigned | Update | 09.02.22 3 | After much discussion it was agreed that Strategic Group would look at this and put together a FAQ's sheet, using The Key crib sheet as a guide. | Stra Grp | RN has passed a useful FAQ's from training attended. Link to file | 09.02.22 3 | HB to send The Key sheet to The Chair. | HB | To be sent to FrDC Link to doc | 09.02.22 3 | Action: The Strategic group to look at a small curriculum focus group. | Stra Grp | To be followed up at next Stra Grp meeting | 09.02.22 3 | The Clerk reported AP is still to complete the Safeguarding Level 1 eLearning. | AP | Done | <p>HB</p> <p>HB</p> <p>Stra Grp</p> |
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| 09.02.22 3 | SP needs to update Governors Hub with dates of the Safeguarding training she has attended. | SP | Done |
| 09.02.22 4 | EYFS visit report was circulated prior to the meeting. It was noted the action for financial provision. HM to take to the next Finance meeting. | HM | Going to tomorrow's Finance meeting |

There some corrections to the minutes under:

Governor Attendees:

Please note Russell Nimmo was not present at the meeting.

1. Apologies and Declarations of Interest

It should have read: *Due to recent...*

2. What Governors should expect at an Ofsted

It should have read:*Graham had been called away....*

7. Finance

It should have read:*The Chair said it could, as it could be seen as exceptional circumstances....*

SP proposed, LJ seconded, and all Governors agreed that the minutes were a true and accurate record of the meeting held on *9th February 2022*. Fr DC signed the minutes at the meeting.

• **Governor Training Update**

The Clerk reported and thanked everyone for now completing their Safeguarding L1 eLearning training.

The Chair reported that going forward new Governors joining the board will need to have completed Safeguarding L1 eLearning training before being able to join the meetings.

Governors have attended the following training since our last meeting:

KD attended:

- Primary Curriculum – Overview for Governors (Governors)
- School Revenue Funding Workshop (Governors)

LJ attended:

- Supporting A Whole School Approach to Mental Wellbeing (Governors)
- EIF Briefing: Introduction for Governors (Governors)

RN attended:

- Chairs' Network (Governors)

The Clerk thanked everyone for taking part in the trainings.

• **GB Year Planner and Meeting Dates**

A list of meeting dates was circulated prior to the meeting.

• **Current members of the Board**

The Chair reported that AW is about to come to the end of her appointment. AW is happy to carry on as a Governor. FrJK reported it will go to St Augustine's PCC next week for ratification.

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| 4. | <p>STATUTORY POLICIES AND TASKS</p> <ul style="list-style-type: none"> • Draft Statement of Principles <p>The Draft Statement of Principles were circulated prior the meeting for comment.</p> <p>AW explained that the DfE guidance circulated prior to the meeting setting out the responsibilities of the Governing Board in relation to the development of a General Statement of Principles to guide the Headteacher when developing measures to promote good behaviour. The statement will be included in the schools Policy on Behaviour, Anti-Bullying, Exclusion and Physical Intervention Policy.</p> <p>The Head is currently working on revisions to the Policy and I have discussed the inclusion of the Statement of Principles with him.</p> <p>Governors agreed to feedback to AW and for AW to put together the final statement for agreement.</p> | AW/All |
| 5. | <p>GOVERNOR VISIT REPORTS</p> <ul style="list-style-type: none"> • Safer Recruitment <p>Safer Recruitment visit report was circulated prior to the meeting. The Chair thanked the AW for the report.</p> | |
| 6. | <p>LEADERSHIP & MANAGEMENT</p> <ul style="list-style-type: none"> • HT Report <p>The Headteacher's report was circulated prior to the meeting. The Head updated the board that since writing the report they had had some good news at they had managed to secure some funding from the School Journey Association. They are to give £250 for a PPG child.</p> <p>Governors asked about the wellbeing of the SLT and is there anything the Governors can directly to help them?</p> <p>The Head wasn't sure what the Governors could do directly at this moment in time.</p> <p>The Chair suggested it is discussed at the Strategic Group and he also reported that he is looking into the DfE <i>Education staff wellbeing charter</i> for another school he governs for and will share his feedback on this to this board.</p> <p>It was noted that the School Administrator, Mrs May will be leaving at the end of this term and a further two more long standing members of staff are leaving at the end of the summer term Mrs Keightley and Mrs Twitcher. The Chair agreed to write letter of thanks to the 3 members on behalf of the Governors.</p> <p>The Chair thanked The Head for the report.</p> | Stra Gp FrDC |
| 7. | <p>FINANCE</p> <ul style="list-style-type: none"> • SFVS & Draft budget approval <p>KD reported that both documents will be presented at tomorrow's Finance meeting and then will be sent out to all Governors for approval by Monday 28th March.</p> | All |
| 8. | <p>ADMISSIONS</p> <ul style="list-style-type: none"> • Minutes of last meeting <p>Minutes were circulated prior to the meeting. There were no questions from the Governors regarding these minutes.</p> | |

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| 9. | <p>AOB The Head requested if money from GMF, as previously discussed to pay for the new phonics scheme, could be ratified at this meeting?</p> <p>HM proposed, SP seconded, and all Governors agreed except for FrDC who was against due to the principle, to fund £4023 for the set-up cost to purchase the Little Wandle phonics scheme. It was noted that this was not to set a precedent for use of the GMF and was an expectational circumstance.</p> | |
| 10. | <p>CONFIDENTIALITY Governors agreed that there was nothing at tonight's meeting that should be classed as confidential.</p> <p>NEWSLETTER HIGHLIGHTS The Governors met for a Full Board meeting on Wednesday 23rd March.</p> <p>The Governors received a presentation from Graham Marrier of the London Diocese Board of Schools on "What Governors Can Expect from an Ofsted Visit".</p> <p>Governors expressed their gratitude to all the staff and the Senior Leadership Team for all they do at the school and continue to do in what has been challenging circumstances.</p> <p>They were delighted to hear of the successful Infant and Junior Film Nights that were held at the school by the School Association. It was wonderful to hear how well behaved the children were at that event.</p> <p>The meeting concluded at 8.10pm with prayers led by FrDC</p> <p>The Next FGB meeting is 18th May 2022, 6pm.</p> | |

Signed:

Date:

Full GB Actions
As of 23rd March 2022

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| 23.03.22 2 | The Head to go over and review with the Governors is: <i>Quality of Education – Descriptors for Good</i> and then to look at <i>Outstanding</i> . Slides 35 & 36 | All | |
| 23.03.22 2 | The Head is to speak with RN & WA who are the curriculum leads and work out a plan of action. | AC/RN/WA | |
| 23.03.22 2 | To review the website. | HM | |
| 23.03.22 4 | Draft Statement of Principles -Governors to feedback to AW and for AW to put together the final statement for agreement. | All/AW | |
| 23.03.22 6 | Wellbeing of staff to discuss at next Str Grp meeting | Star Grp | |
| 23.03.22 6 | The Chair agreed to write letter of thanks to the 3 members of Staff that are due to leave on behalf of the Governors. | FrDC | |
| 23.03.22 7 | SFVS & Draft Budget approval to me sent out by close of 24 th March and to be approved by Governors by Monday 28 th March | HB - to send All to approve | |